

**PLEASE READ CAREFULLY!!**

**I. APPLICATION PROCEDURES FOR RESERVATION OF SELECTED FACILITIES**

- A. Application for use of the facilities for special events shall be made in writing on this form to the Borough of Frenchtown.
- B. Applications must be filed at least two weeks prior to anticipated use, except in cases of emergency.
- C. To reserve a recreational facility, a Certificate of Insurance as proof of current liability coverage must be provided, (except for individual users who shall execute a "Waiver of Liability to the Borough" in lieu of providing a Certificate) and such certificate must include:  
Liability limits of \$1,000,000.00 for each occurrence for personal injury and bodily injury/property damage.

**II. REGULATIONS FOR USE**

- A. The organization, individual or group using the facility assumes full legal responsibility for breakage or for damage to said property.
- B. Each organization or group granted permission to use the facility shall provide adequate supervision and, where requested by the Borough of Frenchtown, provide names of those responsible.
- C. All national and state laws, local ordinance, and rules of police and fire departments regarding public gatherings must be strictly complied with.
- D. The organization, individual, or group is responsible for cleaning up the area after its use, including bagging trash and recycling. At Borough Park, place bagged trash and recycling in the blue marked bins next to the park bathroom building. At other parks, place bagged trash and recycling next to Borough bins. Equipment or decorations provided by the users of the property must be removed promptly at the conclusion of their use. Forfeiture of their right to use the facility may result if this rule is not complied with.
- E. Reservation requests are for the exclusive use of the pavilion only and are limited to a four (4) hour period. The remainder of the park remains open to the public during regular park hours.
- F. This form must be posted during the scheduled time period.
- G. Parking is limited, please carpool.

**All fees and Certificates of Insurance  
Or "Waiver of Liability"  
must be submitted with this request.**

**Fee:  
Residents - \$20.00  
Non-Residents - \$35.00**